

**SELF-SERVICE CENTER  
PROCEDURES:**

**HOW TO FILE DIVORCE PAPERS WITH THE COURT**

**STEP 1: MAKE 2 COPIES OF THE FOLLOWING DOCUMENTS ONCE YOU HAVE FILLED THEM OUT:**

- *"Sensitive Data Sheet"*
- *"Summons"*
- *"Preliminary Injunction"*
- *"Petition for Dissolution of Marriage (Divorce) Without Children"*
- *"Notice of Right to Convert Health Insurance"*
- *"Notice Regarding Creditors"*

**STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:**

<b>SET 1 - ORIGINALS:</b> <ul style="list-style-type: none"><li>• <i>"Family Court Cover Sheet"</i></li><li>• <i>"Sensitive Data Sheet"</i></li><li>• <i>"Summons"</i></li><li>• <i>"Preliminary Injunction"</i></li><li>• <i>"Petition for Dissolution of Marriage (Divorce) Without Children"</i></li><li>• <i>"Notice of Right to Convert Health Insurance"</i></li><li>• <i>"Notice Regarding Creditors"</i></li></ul>	<b>SET 2 – COPIES FOR SPOUSE:</b> <ul style="list-style-type: none"><li>• <i>"Sensitive Data Sheet"</i></li><li>• <i>"Summons"</i></li><li>• <i>"Preliminary Injunction"</i></li><li>• <i>"Petition for Dissolution of Marriage (Divorce) Without Children"</i></li><li>• <i>"Notice of Right to Convert Health Insurance"</i></li><li>• <i>"Notice Regarding Creditors"</i></li></ul>
<b>SET 3 – COPIES FOR YOU:</b> <ul style="list-style-type: none"><li>• <i>"Sensitive Data Sheet"</i></li><li>• <i>"Summons"</i></li><li>• <i>"Preliminary Injunction"</i></li><li>• <i>"Petition for Dissolution of Marriage (Divorce) Without Children"</i></li><li>• <i>"Notice of Right to Convert Health Insurance"</i></li><li>• <i>"Notice Regarding Creditors"</i></li></ul>	

**STEP 3: FILE THE PAPERS AT THE COURT:**

**GO TO:** **GO TO THE COURT TO FILE YOUR PAPERS:** The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Clerk of the Superior Court  
**CENTRAL COURT BUILDING**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

Clerk of the Superior Court  
**SOUTHEAST COURT COMPLEX**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

Clerk of the Superior Court  
**NORTHEAST COURT COMPLEX**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Clerk of the Superior Court  
**NORTHWEST COURT COMPLEX**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**FILE:** Go to the Clerk of the Court filing counter to file your documents.

**FEES:** There is a filing fee and service fees for all petitions. If you think you are entitled to a fee waiver or deferral, you may request a waiver or deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the waiver or deferral forms.

**PAPERS:** Hand all three **(3)** sets of your court papers to the clerk along with cash, check or a money order for the filing fee of **\$276.00**.

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

\* Your Set of Copies

\* Your Spouse's Set of Copies

**STEP 4: Read the packet called "Service of Court Papers" that applies to your situation at the Self-Service Center to find out how to serve the other party.**